

PERSONNEL

Room and Class Assignment

1. A. The principal shall assign teaching stations in order to attain the best overall use of the staff, building, and grounds.

Stability in single-room assignment is useful and deserves emphasis, especially for certain subjects and grade levels; however, space limitations may make it impractical to avoid multi-room assignments. Principals will continue to strive for stability in room assignments.

2. B. In developing room and class assignments, consideration will be given to ~~certification~~, areas of study concentration, building needs, and individual preferences. ~~Where these factors are equal, length of service within the building shall be considered.~~

3. C. Teachers will be provided their teaching assignments, including grade level, specific courses, and as much available information as possible during the last week of the school year. In cases where changes in assignments are made or previously unavailable information becomes known during the summer, the teacher will be informed as soon as possible. When contact cannot be made in person or by local telephone, a letter will be forwarded to the teacher's summer mailing address.

4. D. A copy of the school master schedule will be posted on the school's main bulletin board by the reporting day of teachers. Changes shall be posted throughout the year.

Approved by School Board: February 16, 1993

Revised by Superintendent: March 2, 2021